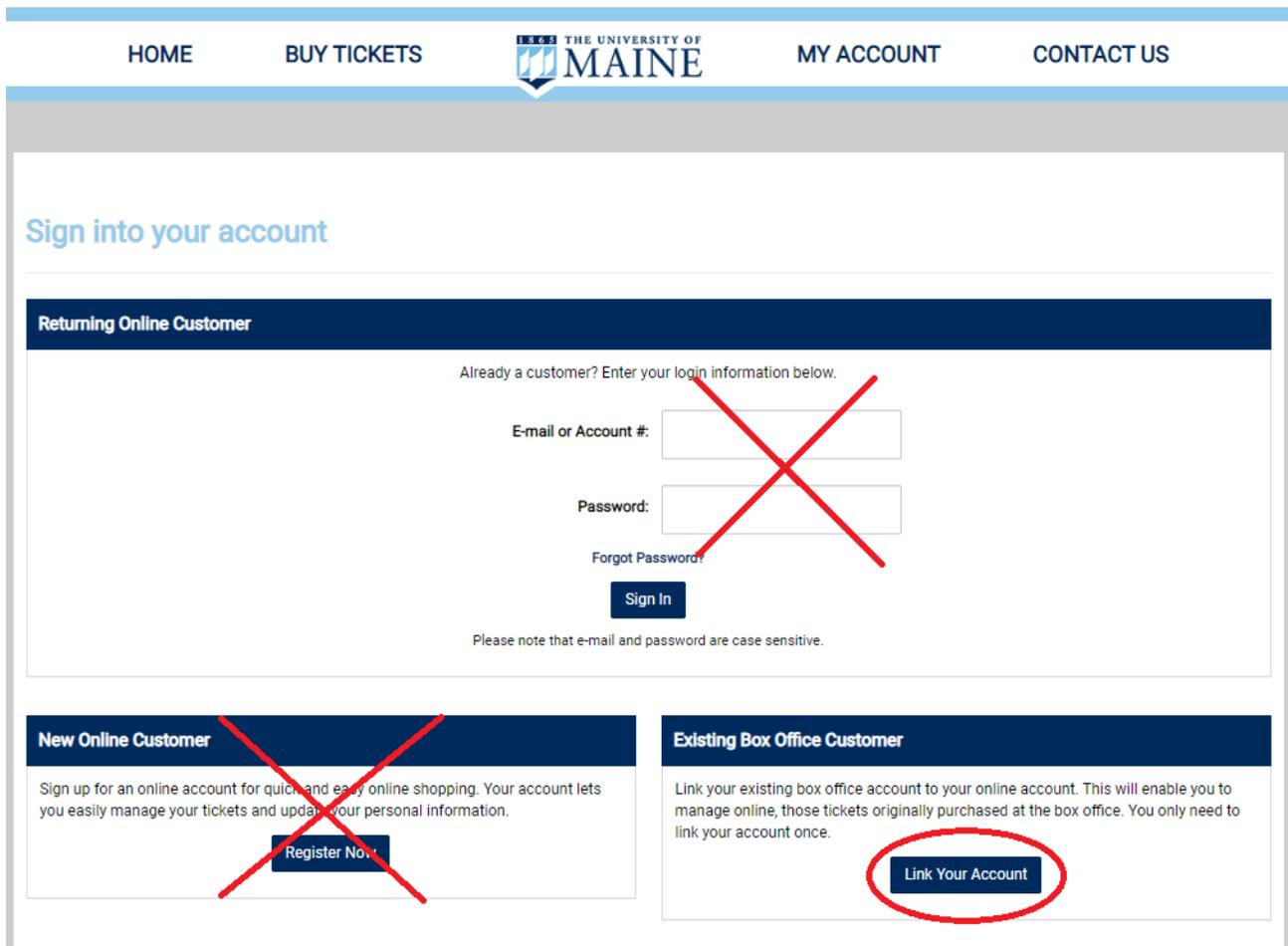


## Instructions for Online BSO Subscription Renewal Unlinked Accounts

Click the “Log In” button at the Collins Center for the Arts home page (<https://www.collinscenterforthearts.com/>) pictured here:



Click on the “Link Your Account” button in the lower right corner.



Enter the Customer Number and Online PIN provided in your subscription renewal cover letter, and click the “Activate” button:

### Activate My Account

Please contact the box office if you need help locating your customer number and PIN.

Account Info	
Customer Number	<input type="text"/>
Online PIN	<input type="text"/>



Confirm your email address, set your password, update your contact information as you wish, and click the “Next” button.

Click as the arrows indicate:

### My Account

My Profile	Edit
<b>Name</b> Email Address Account #	

Addresses	Edit
<b>Primary Address</b> Address 1 Address 2 City, State ZIP	

Phone Numbers	Edit
Primary (###) ###-####	

My Tickets	
Subscription Renewal	>
Reissue	>
Payment Schedules	>
Order History	>

### Subscription Renewals

Renewals
BSO Subscription Renewal

Account Information	<a href="#">Edit My Account</a>
Customer Name Account Number Address	

Then place your renewal order as you wish.